

Solicitation Number: 06-0007-01

**Navy/DoD Education Programs and Initiatives Support for the Office of Naval Research
for the Corporate Programs Division**

The statement of work, order information, proposal submission requirements, and evaluation information are set forth below. Proposals from holders of ONR Multiple Award Contracts (MATOC) for Navy/DoD education programs and initiatives support under CLIN 0007: Education Program Support Service are due by 2:00 PM Eastern Standard Time (EST) on Thursday, 8 December 2005.

1.0 Background

The Corporate Programs Division of the Office of Naval Research (ONR) is responsible for education and career development programs that increase the supply and capabilities of scientists and engineers engaged in activities that improve Navy and Marine Corps capabilities and for cross-disciplinary research programs. The Corporate Programs Division has a requirement for a full time person to provide Navy/DoD education programs and initiatives support services. This is a continuing requirement. The incumbent is Advanced Engineering and Research Associates and the services are currently being provided under N00014-03-F-0218/GS-10F-0081K. Details of these current programs can be found on the ONR website at http://www.onr.navy.mil/sci_tech/industrial/363/.

2.0 Statement of Work

2.1 Objective

ONR seeks proposals to provide Navy/DoD Education Programs and Initiatives Support for the Corporate Programs Division through managing relationships and projects with academic institutions and their students/faculty, facilitating effective recruitment and evaluation of applicants, and providing consultation to Government personnel.

2.2 Scope

Corporate Programs Division administers the following programs:

- **Naval Research Enterprise Intern Program (NREIP):** Provides competitive research internships to approximately 230 college students (e.g. 175 undergraduates and 55 graduate students) each year.
- **DoD National Defense Science and Engineering Graduate (NDSEG) Fellowship Program of the URI:** Awards approximately 35-50 new three-year fellowships each year to individuals for study and research leading to doctoral degrees in disciplines of science and engineering important to Navy and Marine Corps goals.
- **Summer Faculty Research Program:** Provides science and engineering faculty members from institutions of higher education the opportunity to participate in research at Navy laboratories for a ten week period during the summer.
- **Faculty Sabbatical Leave Program:** Provides science and engineering faculty the opportunity to conduct research at Navy laboratories while on sabbatical leave.
- **Naval High School Science Awards Program:** Encourages the interest of high school students in science and engineering, rewards their scientific achievements, and encourages them to pursue careers in science or engineering. The Navy and Marine Corps participate each year in more than 425 regional, district and state science and engineering fairs in which high school students exhibit their projects. Every year, more than 10,000

students participate in the 48 Regional Symposia held on university campuses across the country and in Alaska, Puerto Rico and Department of Defense schools in Europe and the Pacific. Each year, the Office of Naval Research participates in the International Science and Engineering Fair (ISEF), administered by Science Service, where nearly 1200 high school students, representing over 500 science, math and engineering fairs affiliated with Science Service, Inc., display their research projects and vie for hundreds of special awards.

- **HBCU Future Engineering Faculty Fellowship Program:** Each year, three recipients who have agreed to join the engineering faculty of an HBCU after receiving their degrees are competitively selected for study and research support leading to doctoral degrees in engineering.
- **Science and Engineering Apprentice Program (SEAP):** Provides competitive research internships to approximately 250 high school students each year.
- **Multidisciplinary Research Program of the URI (MURI):** Supports research teams whose efforts intersect more than one traditional science and engineering discipline, typically receiving 40 proposals per year.
- **Defense University Research Instrumentation Program (DURIP) of the URI:** Improves the capabilities of U.S. institutions of higher education to conduct research and to educate scientists and engineers in areas important to national defense by providing funds for the acquisition of research equipment, typically receiving 300 proposals per year.
- **DoD Experimental Program to Stimulate Competitive Research (DEPSCoR):** Stimulates competitive research in states that have not traditionally been recipients of a large amount of Federal research awards, typically receiving 30 proposals per year.
- **Young Investigator Program:** Attracts to naval research outstanding new faculty members at institutions of higher education, supports their research, and encourages their teaching and research careers, typically receiving 200 proposals per year.

2.3 Technical Tasks/Requirements

The Contractor shall provide the following technical support services:

2.3.1 Naval High School Science Awards Program (NSAP)

The Contractor shall support the ONR program manager for this program by performing the following tasks:

- (a) Notify Chairpersons and Directors for the Naval Science Awards in all 50 States regarding program information which they require in order to perform their functions.
- (b) Track award winners, assure State registration, assist ONR program manager in sending awards in timely manner, and answer questions from Chairpersons and Directors.
- (c) Assist ONR Helpdesk with changes to the NSAP Webpage.
- (d) Assist ONR program manager in recruiting Navy and Marine Corps judges and presenters at the science fairs.
- (e) Make travel arrangements for approximately 40 Navy and Marine Corps judges, including airfare, hotel, travel orders, travel vouchers, answering questions regarding science fairs and providing their administrative supplies.

- (f) Provide education outreach support on-site at approximately two science fairs per year, by assisting ONR program manager in developing marketing material and presiding over the ONR outreach booth at the science fairs. This requires travel to the fair sites prior to the fairs to finalize fair site and lodging locations for the judges.
- (g) Assist Head Judge in selection process of Special Award judges for International Science and Engineering Fair.
- (i) Draft/rewrite letters covering all aspects of the Naval Science Awards Program.
- (j) Ensure that winners of scholarships are provided to the ONR program manager at the end of the judging process.
- (k) Provide Certificates for scholarship winners and assemble awards packages.
- (l) Provide mementos to the fair participants, which may include items such as engraved brass plates and signed judging placement cards.

2.3.2 HBCU Future Engineering Faculty Fellowship Program

For this program, the contractor shall perform the following tasks:

- (a) Log proposals in ONR's Relational Information (Naval Research Information System (NAVRIS)) database, create Excel spreadsheets for the proposals, distribute proposals to ONR technical Codes, and maintain a file for the proposals.
- (b) Prepare guidance memo and evaluation sheets for the evaluators.
- (c) Send spreadsheets to webmaster for posting on the ONR Intranet, and email congratulatory and rejection letters to the Principal Investigators via NAVRIS.
- (d) Answer questions about the proposals from ONR program officers and their assistants.
- (e) Transfer proposals to the ONR program officers for the creation of a procurement request (PR).
- (f) Assure that the annual announcement is posted on the ONR webpage.

2.3.3 Science and Engineering Apprentice Program (SEAP)

For this program, the contractor shall perform the following task:

- (a) Provide the ONR program manager with contact information from the participating Navy and Marine Corps laboratories.

2.3.4. Multidisciplinary Research Program of the URI (MURI), Defense University Research Instrumentation Program (DURIP) of the URI, DoD Experimental Program to Stimulate Competitive Research (DEPSCoR), and Young Investigator Program

The Contractor shall perform the following tasks in support of these programs as required:

- (a) Type and update program announcements for posting on ONR's Internet home pages.

- (b) Receive, acknowledge, file, and distribute proposals received in response to program announcements.
- (c) Enter data and prepare reports on proposals, procurement requests, and grants/contracts. This function will require the use of ONR's relational information database (NAVRIS).
- (d) Prepare spreadsheets on budget and program information related to the programs.
- (e) Answer requests (e.g., received by mail, email, telephone, visitors, etc.) from potential offerors for information on these programs.
- (f) Prepare reports, charts, and viewgraphs that describe past, present, and planned program directions.

2.4 Reports Data and Other Deliverables

The contractor shall prepare and provide the following reports:

- ♦ Bi-Monthly Expenditure and Progress Reports: The contractor shall submit bi-monthly expenditures and progress reports. This report shall indicate the attendance record of the contractor personnel, along with describing the work done for that period, any setbacks encountered and how it was handled. In addition this report shall provide details on the expenditures for that period, by labor, travel and ODC, and cumulative expenditures to date.
- ♦ Final Report: The contractor shall submit final reports at the conclusion of the base and if exercised, each option to the ONR Program Officer responsible for these programs. The report shall include a summary of the tasks performed during the period of performance. Contractor format is acceptable.
- ♦ Other Reports: The contractor shall provide other reports as required by the Program Officer.

3.0 Personnel Requirements

3.1 Personnel Qualifications

The contractor shall provide qualified personnel to manage and execute all aspects of the statement of work. The following skill sets are anticipated to support the tasks:

3.1.1 Personnel must be well organized and proficient in the maintenance of records such as received proposals, and be familiar with modern office equipment such as computers, fax machines, and copiers. Personnel must be proficient at using the various application programs in the Microsoft Windows PC environment, such as Microsoft Excel, Microsoft Word, Microsoft Access, and Microsoft PowerPoint. Personnel must have experience in utilizing computers in a networked environment, such as passwords for logging on, accessing network applications, using network printers and shared drives. Experience in querying relational databases and management information systems is highly desirable.

3.1.2 Administrator or Equivalent: The candidate should possess at least three years of project-related experience.

3.2 Level of Effort

3.2.1 The level of effort has been estimated for the proposed contract. Both a one year base period and four 12 month option periods have been defined.

3.2.2 Base Period. The base period of performance will be from the date of the order through twelve (12) months thereafter. The level of effort anticipated for this period is approximately 1.0 man-years at an average rate of approximately 167 hours per month.

A summary of the total anticipated annual hours for the Base period is provided below.

	Hours Per Year
Administrator or Equivalent	2,000
Total Hours	2,000

NOTE: 2,000 hours is equivalent to one (1) man-year.

3.2.3 Option Years I through IV. The period of performance for each option period will be from the effective date of option exercise through twelve (12) months thereafter. The level of effort anticipated for each period is approximately 1.0 man-years at an average rate of approximately 167 hours per month. A summary of the total anticipated annual hours for each option period is provided below.

	Hours Per Year
Administrator or Equivalent	2,000
Total Hours	2,000

NOTE: 2,000 hours is equivalent to one (1) man-year.

3.2.4 The above labor category and hours are provided as the Government's best estimate of the work to be performed. The offeror may propose the same level of effort or a different level of effort based on its own labor classification system and unique approach to satisfy the Government's requirement. While the Government will consider an alternate level of effort, it is the government's preference to maximize the estimated labor hours devoted to the direct performance of the technical tasks. To the extent that the level of effort proposed is different than the Government's estimate, the offeror's technical proposal should clearly specify the hours and labor categories proposed for each task in the statement of work.

4.0 Order Details

4.1 Contract Type

The Navy anticipates awarding a cost plus fixed fee level of effort task order.

4.2 Period of Performance

The period of performance for the base period shall be from the date of the Order through twelve (12) months thereafter. The period of performance for Option I shall be from the date of option exercise through twelve (12) months thereafter. The period of performance for Option II shall be from the date of option exercise through twelve (12) months thereafter.

4.3 Other Direct Costs (ODCs)

ODCs (including travel, supplies, etc.) will be reimbursed at cost including G&A but excluding profit or fee. Purchases of items (other than consumable materials or supplies) exceeding \$2,500 and all travel must be approved in advance by the Contracting Officer's Representative (COR). The total Travel/ODC amount is not to exceed (NTE) \$5,000 per year. This NTE amount should be proposed and included as part of the total cost (without profit or fee) in every proposal submitted under this solicitation.

4.3.1 Travel and Per Diem

Travel will be required to support this Statement of Work. In accordance with the contract requirements, direct costs associated with the Contractor's travel, including per diem, shall not exceed the applicable rates found in the Federal Travel Regulation (FTR) and/or the Joint Travel Regulations (JTR). All travel arrangements within the Contractor's responsibility include: clearance requests, hotel accommodations, travel orders, and visa/passport requirements, unless otherwise stated by the Government sponsor.

4.3.2 Other Direct Costs (Other than Travel and Per Diem)

ODCs may be required to fully support this task requirement. At this time, the specific items cannot be identified; however, the ODC and Travel cost total cannot exceed NTE amount stated in Section 4.3.

4.4 Place of Performance

Performance under this order shall be at the Office of Naval Research located at 875 North Randolph Street, One Liberty Center, Arlington, VA 22203-1995 and its vicinity.

4.5 Government Furnished Resources (GFR)

The Government will provide information, material and forms unique to the Government for supporting the task. The Government furnished resources necessary to perform the statement of work should be identified and requested through the designated Contracting Officer's Representative (COR).

4.5.1 Facilities, Supplies and Services

Basic facilities such as work space and its associated operating requirements (i.e., phones, desks, and utilities) will be provided while working in Government facilities. The availability of any required computer resources while working in government facilities should be verified in advance with the designated Contracting Officer's Representative (COR).

4.5.2 Information

All Government unique information related to this requirement necessary for Contractor performance will be made available to the Contractor. The COR and the ONR program manager will be the points of contact for identification of any required information to be supplied by the Government.

4.5.3 Documentation

All existing documentation relevant to this task's accomplishment will be made available to the Contractor at the beginning of the task. The Contractor will be required to prepare documentation in accordance with defined guidelines provided by the Government.

4.5.4 Equipment

With exception to the basic facility items noted in subsection 4.5.1, and in accordance with the general guidance in FAR Part 45.102, contractors are required to furnish all property necessary to perform on government contracts or orders. PCs should not be proposed as a direct charge under this solicitation.

4.6 Subcontracts/Consultants

Contractor may request or propose, on a case-by-case basis, subcontract/consultant support for specific technical tasks.

4.7 Security Requirements

4.7.1 Clearance Requirements

During the performance of the effort, the contractor may be required to have access to, and may be required to receive, generate, and store classified information to the level of SECRET. For personnel, a minimum of a SECRET clearance is required. Any contractor facilities used in support of this contract must be granted SECRET facility clearance and have the capability to store material classified up to the and including SECRET. A DD Form 254 will be required prior to access or production of any classified information. Additionally, the contractor is required to safeguard the information labeled as proprietary.

4.7.2 Privacy Act

All Contractor personnel assigned to this task will have access to information that may be subject to the Privacy Act of 1974. The Contractor is required to ensure the proper safeguarding of such information to prevent unauthorized release.

4.7.3 Nondisclosure Agreement

In the course of its work, the selected Contractor will be required to execute a Nondisclosure Agreement (NDA) as outlined in Section 5.2.1 of this solicitation.

4.8 Organizational Conflict of Interest

4.8.1 Safeguarding Information

The parties acknowledge that, during performance of the contract resulting from this Order solicitation, the Contractor may require access to certain proprietary and confidential information (whether in its original or derived form) submitted to or produced by the Government. Such information includes, but is not limited to, business practices, proposals, designs, mission or operation concepts, sketches, management policies, cost and operating expense, technical data and trade secrets, proposed Navy budgetary information, and acquisition planning or acquisition actions, obtained either directly or indirectly as a result of the effort performed on behalf of ONR. The Contractor shall take appropriate steps not only to safeguard such information, but also to prevent disclosure of such information to any party other than the Government. The Contractor agrees to indoctrinate company personnel who will have access to or custody of the information concerning the nature of the confidential terms under which the Government received such information and shall stress that the information shall not be disclosed to any other party or to Contractor personnel who do not need to know the contents thereof for the performance of the contract. Contractor personnel shall also be informed that they shall not engage in any other action, venture, or employment wherein this information will be used for any purpose by any other party.

4.8.2 Organizational Restrictions

Support contractor's knowledge of competition sensitive information, described in paragraph above, may unfairly affect its competitive position in future ONR research solicitations. The Contractor understands that, during performance of the contract resulting from this Order solicitation and for a period of up to two years after the completion of its performance of the contract, the Contractor, any affiliate of the Contractor, any joint venture involving the Contractor, any entity into or with which the Contractor may merge or affiliate, or any other successor or assign of the Contractor may not be eligible to participate as a prime Contractor,

subcontractor, consultant, joint venture, partner, or other agreements directly impacted by ONR research programs.

5.0 Proposal Requirements

5.1 Proposal Format

The Offeror's proposal must be divided into two sections: (1) Technical Proposal, and (2) Cost Proposal. Information for the technical portion shall be a separate and segregable document from the cost proposal. No cost information should be included in the technical section. The length of the technical proposal shall not exceed ten (10) pages, exclusive of resumes. There are no page limits on the number of resumes or the pages of the cost proposal. The proposal should be written and organized to be compatible with the Statement of Work, company's organization and accounting structure, and proposed cost.

(a) Technical Proposal: The technical proposal should include the following: the Offeror's understanding of and approach to the requirement, resumes of proposed personnel, and the amount of proposed hours for personnel. The Offeror should describe specifically how the work activities required to complete the tasks in the statement of work will be done. The Offeror should explain how technical objectives, tasks, and deadlines will be determined; how staff responsibilities will be assigned; whether and to what degree consultants and/or subcontractors will be utilized; how the quality and timeliness of work performance will be supervised and controlled; how the Offeror will coordinate with the ONR program manager; how a surge capacity will be maintained to meet seasonal and unanticipated requirements; and how administrative tasks such as travel, security, and resource requests will be handled.

The Offeror should include information relative to previous efforts for the same or similar services provided in the past to include contract numbers and government points of contact where applicable.

(b) Cost Proposal: The offeror should submit a cost proposal that itemizes the following proposed costs (as applicable): direct labor (including each labor category with associated proposed hours and hourly rate), fringe benefits, labor overhead, consultants, subcontracts, subcontractor/consultant handling charges, G&A, cost of money, fixed fee and any other relevant cost categories. The Offeror should also include the estimated Travel and ODC amounts set forth in the "Other Direct Costs" section of the solicitation as part of its proposed costs. The base calculations and rates must be provided for all the indirect cost items. Subcontract cost information containing the same type of details described above for the prime must be provided either with the prime's proposal or in accordance with section 5.3 of this solicitation before the solicitation due date and time.

If available and applicable, the Contractor should also provide its Defense Contract Audit Agency (DCAA) point of contact, including the Branch Office name, auditor name, phone number and e-mail address.

5.2 Other Required Documents

Offerors should be aware that, upon receiving an award, the following additional documentation will be required:

5.2.1 Non-Disclosure Agreement

Each employee of the successful Offeror will be required to sign a Non-Disclosure Agreement (NDA) prior to commencing work under this Order. The supervisor/manager of the proposed personnel will also be required to sign the NDA on behalf of the Contractor. Attachment A is the NDA that shall be used at the commencement of this order.

5.3 Proposal Submission

The due date for receipt of proposals for this solicitation is no later than 2:00 PM Eastern Standard Time (EST) on Thursday, 8 December 2005. Proposals must be uploaded electronically via the "[Upload Proposals](#)" hyperlink, which is under the hyperlink for this solicitation on ONR's MATOC website (Note: this site restricts the formats of uploaded documents to those in MS Word, MS Excel, or PDF).

6.0 Evaluation Information

6.1 Evaluation Criteria

A Task Order will be awarded to the responsible Offeror whose offer represents the best value to the Government. In order to determine which offeror represents the best overall value, offers for individual task orders will be evaluated on the following Technical and Price/Cost Factors:

Technical Factors

- (1) Past performance on earlier tasks and similar contracts.
- (2) Proposed personnel.
- (3) Management Plan and Technical Approach.

Cost Factor

- (4) Cost

The Government will make a determination of the overall value of each proposal in terms of its potential to best satisfy the needs of the Government, considering both Technical and Cost Factors.

The Offeror's technical capability (as measured by the Technical Factors) and the Cost Factor are equal in importance. In regards to the stated Technical Factors, Technical Factors 1, 2, and 3 are equally weighted.

In evaluating past performance on individual orders, the procedural requirements in FAR 42.15 are not mandatory. Past performance will be based on the Government's subjective evaluation of the Offeror's performance with previous orders, if any, under this contract and similar contracts.

6.2 Award

The Government will award a task order to the responsible offeror whose offer conforming to the solicitation will be most advantageous to the Government, cost and other factors considered. The anticipated award and start date of this order is/about Wednesday, 1 February 2006.

7.0 Submission of Questions

Any questions regarding this solicitation must be provided in writing to the Point of Contact listed below. Acceptable forms of written question submission include fax and e-mail. Questions submitted less than 72 hours prior to the closing date for proposals may not be answered and the due date for submission of proposals may not be extended.

8.0 Solicitation Amendments

Any amendments to this solicitation will be posted along with the solicitation on the ONR website. It is the Offeror's responsibility to regularly check for any postings of solicitations, amendments, and questions and answers under this or any other MATOC Solicitation.

9.0 Point of Contact

The primary Point of Contact for this solicitation is Ms. Toni Cristinzio. She can be reached by email at toni_cristinzio@onr.navy.mil or by telephone at (703) 696-8448.

The secondary Point of Contact for this solicitation is Ms. Vera M. Carroll. She can be reached by email at carrolv@onr.navy.mil or by telephone at (703) 696-2610.

**Non-Disclosure Agreement Regarding Contractor Support
for the Office of Naval Research**

The undersigned individual, _____, agrees, both in his personal capacity and as an employee of _____ as follows:

BACKGROUND

1. The mission of the Office of Naval Research is to plan, foster, and encourage scientific research and technology development in recognition of their paramount importance in the maintenance of future naval power and the preservation of national security. ONR provides for the continuing technological superiority of U.S. naval forces, by providing the Department of the Navy (DoN) with mission-relevant, affordable new capabilities that create and exploit scientific breakthroughs, respond to fleet requirements, and support strategic U.S. industries. ONR requires contractor technical services and research support in order to meet these requirements. The services/support that may be provided to ONR by contractor personnel include but are not limited to the following:

- i. Assist ONR personnel in overall technical program management support on matters and issues consistent with ONR sponsored development projects, including assisting in the evaluation of white papers, proposals, program/project planning, investment reviews, technology assessments, data analyses, conference and seminar activities, and financial issues.
- ii. Provide support in the financial execution of ONR programs. Monitor availability and use of funds. Review financial documents and plans for impact on program objectives and requirements. Prepare internal financial notices, instructions, guidelines and reports. Conduct analyses and provide reports that identify, quantify and evaluate financial execution of accounts and accomplishment of program goals and milestones. Coordinate preparation and review of actual and projected funding estimates, justifications and strategies. Identify deficiencies, excesses, trends and imbalances to assure funds availability. Work with program personnel to expedite financial execution and ensure programmatic benchmarks are met.
- iii. Draft analyses, presentations, notes, assessments, testimonies, speeches, and other materials on various technical/management topics, as requested, for use by ONR personnel with other internal ONR departments and externally with the Navy staff, Department of Defense, other federal and state agencies and the U.S. Congress.
- iv. Provide assistance in the areas of information technology to include database design and maintenance, software development, graphics and reproduction, and other allowable materials and services.
- v. Provide administrative and management support in the execution of ONR programs to include the preparation of official documents and files for execution by Government employees.
- vi. Provide support on technical, programmatic and operational matters pertaining to the diverse array of technologies investigated and supported by ONR.

2. The undersigned individual is serving as contractor support for ONR. As such, he has and will continue to come into contact with proprietary technical and commercial information. He likewise will have access to sensitive internal information developed by or on behalf of the Government in connection with the accomplishment of ONR's mission.

AGREEMENT

1. The undersigned individual agrees that he will not disclose to any individual, company, or Government Representative¹ any information² relating to current or proposed Navy budgetary information, acquisition planning or acquisition actions, obtained either directly or indirectly as a result of the effort performed on behalf of ONR. The undersigned individual agrees that he will promptly notify the ONR Office of Counsel of any attempt by an individual (including any contractor personnel), company or Government Representative to gain unauthorized access to such information, and of any disclosure of such information to unauthorized parties. Such notification shall include the name and organization, if available, of the individual, company or Government Representative seeking access to such information.
2. The undersigned and his employer acknowledge that the owner of any proprietary information improperly disclosed stands as an intended third-party beneficiary of this non-disclosure agreement. In the event of an unauthorized disclosure of proprietary information, the owner of the information may seek legal recovery under this non-disclosure agreement, even though the information owner is not a formal party to the agreement.

FOR THESE REASONS the undersigned individual agrees on his own behalf, and his employer likewise concurs, to protect, respect and not disclose the proprietary information and Government mission- and procurement-sensitive information that may come to their attention as part of the contract assistance provided to ONR.

Employee Signature _____

Printed Name _____

Date _____

Concurrence by the employer:

Supervisor/Manager Signature _____

Printed Name _____

Date _____

¹ Government Representative is defined as any Government employee, either military or civilian, not assigned to the activity or program office for which the effort is being performed.

² This information includes, but is not limited to, contractor proposals, proprietary data and commercial information, reports and other information in the Government's possession, including information contained in contracts/grants/agreements and associated records and files.